

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Engineering Technician/Coordinator

BAND	GRADE	
NE	622	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for performing paraprofessional work and coordinating the activities of Public Works and Parks projects. Duties include: maintaining project log books and files, scheduling and monitoring projects in progress, performing design and drafting work; preparing plans and specifications; conducting traffic studies, preparing technical reports, downloading traffic signal information and producing reports, inspecting public works projects and all work in the public right-of-way, performing quality control testing, performing contract administration activities, representing the City at meetings and on committees, reviewing subdivision plats and improvement plans and giving presentations.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is the second level of a six level engineering series. The Engineering Technician/Coordinator is distinguished from the Engineering Technician in that the Engineering Technician/Coordinator has project management responsibilities. The Engineering Technician/Coordinator is distinguished from the Sr. Engineering Technician/Coordinator in that the Sr. Engineering Technician/Coordinator manages more complex engineering design and project management functions and provides Lead direction to the Engineering Technician/Coordinators. It is further distinguished from the Project Manager in that the Technician/Coordinator does not perform professional engineer work requiring a bachelor's degree.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Acts as project manager on routine Public Works and Parks projects by performing routine engineering design and review on projects; responding to citizen inquiries; developing annual street, water, wastewater or park maintenance programs; inspecting various projects; updating long-term maintenance schedules; developing project plans; implementing changes; and, approving and processing invoices for projects.	Daily	

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2.	Provides guidance to Engineering Technicians and/or Field Supervisors on office policies, practices and procedures, design and inspection of various projects and work within the public right-of-way.	Daily	
3.	Receives and responds to public complaint requests to include: acting as a liaison with citizens and other departments, resolving or facilitating resolution on construction related conflicts and recommending alternative courses for action/implementation.	Daily	
4.	Approves right-of-way permit applications, water and sewer service applications, and hot tap applications.	Daily	
5.	Serves on a surveying crew; operates the nuclear density gauge.	Daily	
6.	Completes and maintains project log books, records and files.	Daily	
7.	Coordinates City's aerial mapping activities; creates and modifies maps, diagrams and drawings.	Daily	
8.	Obtains easements, permits and other required construction related documents; prepares various agreements with private developers and other governmental agencies.	Daily	
9.	Performs standard and quality control testing and/or orders detailed testing, including concrete testing, analyzes results.	Weekly	
10.	Assists in refining department standard operating procedures and ensures compliance with federal, state and local laws and programs.	Weekly	

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11.	Programs traffic counters, sets-up and retrieves counters, downloads traffic signal information and produces reports.	Weekly	
12.	Prepares technical reports and gives presentations on projects, attends pre-application meetings.	Weekly	
13.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Standards and practices governing construction and Right-of-Way;
- Mathematical computations;
- Standard civil engineering practices;
- Inspection and testing procedures;
- Federal, state and local laws, codes and regulations;
- Construction techniques and activities;
- Surveying principles and practices.

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Skills (position requirements at entry):

Skill in:

- Preparing engineering drawings and designs;
- Applying project management techniques;
- Preparing clear and concise reports;
- Performing moderately complex mathematical calculations;
- Preparing cost estimates;
- Using surveying equipment;
- Operating related equipment;
- Performing standard testing;
- Using computers and related software applications;
- Reading and interpreting drawings and specifications;
- Reviewing plans and drawings;
- Developing agreements;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in a related field and five years of construction inspection experience or a related field. AutoCad experience desired; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions may require the following certifications:

- Nuclear Density Testing Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, sitting, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, odors, dusts and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

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Rev: 07/02 (skm); 07/07 (jls); 08/07 (sjp)

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